

Administrative Assistant

March 20, 2013



JOB VACANCY

ADMINISTRATIVE ASSISTANT (AA)

BACKGROUND

The African Development Foundation (ADF) is an agency of the United States Government. ADF supports private businesses, farmers' cooperatives, associations, and various community-based organizations, especially those serving marginalized people, engaged in economic and social development activities. ADF's office in Zambia provides on-going support to projects that have been financed and also continues to identify viable local small and medium-sized enterprises that show potential to create employment opportunities, generate incomes and have broad social impact beyond the project activity.

ADF seeks a qualified individual to serve as an Administrative Assistant for the ADF Field Office in Zambia.

KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES:

Required:

1. Bachelor's degree preferred, but not required
2. At least three years' experience as an Executive Assistant in a business or government office
3. Demonstrated ability to interact and communicate effectively with clients, executive, and government officials. Experience working with grassroots groups is preferred.
4. Demonstrated ability to prioritize and multi-task effectively in a fast-paced environment.
5. Demonstrated ability and experience with Microsoft applications, including PowerPoint, Excel, Word and Office
6. Demonstrated ability to use modern ICT equipment: telephone exchange, computer, copier, printer, and scanner
7. Demonstrated experience completing basic accounting duties and preparing financial reports using MS Excel, preferably for U.S. government-funded projects
8. Experience managing petty cash, issuing payment vouchers and undertaking petty cash reconciliations
9. Knowledge of U.S. government requirements and U.S. bookkeeping practices will be an advantage
10. High level of motivation; personal commitment; ethical standards and knowledge of ethical compliance programs.
11. High level of fluency in spoken and written English.
12. A list of three (3) references with contact information (telephone and if available, email).

HOW TO APPLY

This job announcement is solely intended to advertise the Administrative Assistant position opening.

To apply for this position, **please e-mail your complete application to psb1@bpd.treas.gov. The subject line of your e-mail must be TBPDAADF13CI0004, attention Garen Davis. A COPY OF THE SOLICITATION CAN BE OBTAINED AT THE ADF FIELD OFFICE LOCATED IN ZAMBIA.**